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Commissioner

North Carolina Department of Agriculture
and Consumer Services
Division of Marketing
State Farmers Market

Tom Slade
Director

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Manager

January 28, 2015

IMPORTANT MEMORANDUM

To: State Farmers Market – Farmers Area Returning Vendors

From: Ronnie Best, Market Manager

Subject: **2015 Guidelines and Information**

We hope everyone had a successful year in 2014. We are making preparations for the 2015 seasons and we look forward to seeing everyone for another successful year at the State Farmers Market.

We recently had an Advisory Committee meeting and we would like to thank this Committee for the input and the ideas they brought to us. We have included the 2015 guidelines in this mailing. They are similar to last year with only a few updates.

You are required to meet with market staff to discuss your plans for the season before you are assigned a space on the market. Please contact our office during regular office hours to make your appointment. You must complete the attached returning vendor application and bring along with you to your meeting. For produce you should bring with you a written production plan for the crops you plan on growing and any FSA 578 Forms, invoices for seed, fertilizer, etc. that you have. Your grower categories will determine the information we need, for example, an “A” Grower would need the Returning Vendor Application with the production plan and FSA Certification. A “B” Grower would need the same as well as the 3 Certified growers they plan on using for the year. A “C” Grower would need the Returning Vendor Application with production plan and the person they are designating to sell for them. Plant Growers would need the Returning Vendor Application with production plan as well seed, plug, soil, pots, etc invoices. Anyone with a forklift on the market is required to provide proof of liability insurance and an operator’s license for the forklift. **Please refer to the attached vendor checklist for all items that are required depending on your product.**

The season will be here before you know it, so please make your appointments soon. There will be no exceptions; you will not get a space on the market if you do not meet with market staff first and provide required information. Thank you for your prompt attention to this matter. To make your appointments please e-mail monica.wood@ncagr.gov or call 919-733-7417.

